

Accountable Students & Test Verification

Spring 2015 M-STEP and MI-Access

Spring 2015 WIDA

The Accountable Students & Test Verification is the process to verify the school's enrollment, student demographics, verify scanned answer documents and report students that did not test. This function was formerly known on the old Secure Site as Expected to Test, Tested Roster and Students Not Tested.

Getting Started

Select Accountable Students & Test Verification from the Student Information menu on the Secure Site. Select the ISD, District, School and the Test Period from the drop down menus and click the Search button. For Grades 3-8 and HS M-STEP and MI-Access select Spring 2015 and for grades K-12 WIDA select Spring 2015 WIDA from the Test Period drop down. If you change the school, you will need to click the Search button each time to display the correct Task List for the school.

There are multiple ways available to review the data and identify discrepancies.

1. A user can click on the first link under each heading.
 - a. The screen displays possible discrepancies to be reviewed to determine if there is student data that needs to be corrected or answer document discrepancies to be reported or appealed.
 - b. If "Mark this section reviewed" is selected before leaving the screen, a green check mark will be placed on the task list for the function. This does NOT prevent additional access to the screen or to submit any issues during the review period.
 - c. Click the Next button at the bottom right of the screen and you will be directed to the next screen (link from the task list) without going back to the Task List.
2. A user can click on each individual link from the Task List and jump around to each function.
3. A user can go to the complete list at the end of the section (Accountable Students and Answer Documents Received) and review the complete list and use the column filters.

IMPORTANT: A user should always review the complete list for accuracy even when using the links provided to identify discrepancies. All possible issues cannot be identified systematically.

This review process is important! It is the last opportunity to submit MSDS changes for assessment and accountability reporting and also the last opportunity to resolve issues with answer documents that can affect scoring. Accountability will NOT accept appeals for issues that should have been resolved during this review period.

Verification of Enrollment for Accountability Purposes and Verification of Student Demographics

Students and their demographic information are listed based the student's Primary Educational Providing Entity (PEPE) in the Michigan Student Data System (MSDS) from the Fall 2014 and Spring 2015 MSDS General Collection and Student Record Maintenance (SRM) files with an **"as of date" on or before June 5, 2015 and submitted by 5:00 pm on June 15, 2015.**

Student data is being updated nightly and it may continue to change based on SRMs being submitted. The final pull will be after 5:00 pm on June 15, 2015. Again, we will only pull student data with an "as of date" on or before June 5, 2015.

IMPORTANT: The **WIDA** review of Verification of Enrollment for Accountability Purposes and Verification of Student Demographics ended April 29. Changes made to MSDS now will not affect accountability reporting for **WIDA**. **You can go directly to Verification of Answer Documents.**

Verification of Enrollment for Accountability Purposes

Potential Enrollments in MSDS

The students listed were tested at the school but do not have an enrollment record in MSDS for the school. Is the student currently enrolled in the school? If reviewing after June 5, was the student enrolled on June 5 in the school?

1. If yes, then an enrollment record needs to be submitted on an SRM in MSDS by the authorized district MSDS user.
2. If no, then this is correct. The student must have tested at the school and exited prior to now and an exit record was already submitted in MSDS for the student. This is correct and nothing needs to be done.
3. Did the student leave prior to testing and did not test at the school? If so, the answer document may have been used by a different student without the barcode label being replaced. Email an inquiry to baa@michigan.gov alerting them to the possible error so it can be resolved.
4. **It is important to keep in mind that grades 3, 6 and 11 are still testing through June 5.**

If there are no students listed on this screen, then there are no known discrepancies.

Potential Exits in MSDS

The students listed have an enrollment record in MSDS for the school but did not take one of the required spring assessments. Was the student enrolled at the school during testing?

1. If yes, then this is correct. The student must have been enrolled but did not test for one reason or another. A Not Tested reason will need to be submitted for the student from the Verification of Answer Documents or Verification of Not Tested during review.

2. If no, then an exit record will need to be submitted on an SRM in MSDS by the authorized district MSDS user.
3. **It is important to keep in mind that grade 3, 6 and 11 are still testing through June 5.**

If there are no students listed on this screen, then there are no known discrepancies.

Unresolved UICs

The students listed have an unresolved UIC on the Secure Site. A UIC number is very important when linking up student enrollment to the testing record for accountability calculations. Also student demographics are attached to the student in the Secure Site from MSDS using the UIC number. A problem with a UIC number can severely affect your assessment reporting and accountability calculations including subgroups.

1. Verify that the student UIC does belong to the student and that an incorrect UIC was not attached to the student in the Secure Site.
 - a. Incorrect UIC - If the assessment record in the Secure Site has an incorrect UIC, email baa@michigan.gov with the student information so it can be corrected on the Secure Site.
 - b. If the student has more than one UIC associated to them, a link request to link the UIC numbers must be submitted in MSDS.
2. Verify the student's name and date of birth (DOB) match between MSDS and the Secure Site.
 - a. If the students name or DOB is incorrect in MSDS, the authorized district MSDS user needs to submit an SRM to correct the data in MSDS.
 - b. If the student's name is incorrect in the Secure Site, email the student UIC number and the portion of the name that needs to be corrected to baa@michigan.gov.
 - c. If the student's DOB is incorrect in the Secure Site, correct it in the student's demographic screen using the Student Search function.

If there are no students listed on this screen, then there are no known discrepancies.

Accountable Students and Demographics

Students and their demographic information are listed based the student's Primary Educational Providing Entity (PEPE) in the Michigan Student Data System (MSDS) from the Fall 2014 and Spring 2015 MSDS General Collection and Student Record Maintenance (SRM) files with an **"as of date" on or before June 5, 2015 and submitted by 5:00 pm on June 15, 2015.**

Student data is being updated nightly and it may continue to change based on SRMs being submitted. The final pull will be after 5:00 pm on June 15, 2015. Again, we will only pull student data with an "as of date" on or before June 5, 2015.

1. Verify students listed are currently enrolled in the school. If reviewing after June 5, make sure the student was enrolled on June 5.
 - a. Students that are not enrolled but listed, need an exit record submitted on an SRM in MSDS by the authorized district MSDS person.
 - b. Students that are not listed but enrolled, need an enrollment record submitted on an SRM in MSDS by the authorized district MSDS person.

2. Verify the student demographics using the column filters.
 - a. SE (special education)
 - i. Students that are identified in MSDS in a special education program.
 - ii. Students that took the MI-Access assessment must be identified as SE in MSDS or the MI-Access test scores will be invalidated.
 - iii. A SRM can be submitted in MSDS by the authorized MSDS person to update the special education program.
 - b. ED (Economically Disadvantaged)
 - i. Students that are migrant, homeless, eligible for free/reduced lunch, or submitted in a direct certification report from the Department of Human Services (DHS) are marked as ED in the Secure Site.
 - ii. Students identified as ED will remain ED for the full school year, even if they were identified by a different school. This cannot be changed for this school year.
 - iii. Students that should have been listed as one of the demographics listed above in “I” but was not can be updated in MSDS using an SRM, with the exception of migratory status, this must be done in the Michigan Migrant Education Database System (MEDS).
 - c. MS (Migratory Status)
 - i. DAS picks up the migratory status from MSDS which receives it from Michigan Migrant Education Database System (MEDS).
 - ii. Student’s migratory status must be updated in MEDS if needed.
 - d. HL (homeless)
 - i. Students identified as homeless will remain homeless for the full school year, even if they were identified by a different school. This cannot be changed for this school year.
 - ii. If a student was not identified as homeless but should have been, the information can be submitted in MSDS on an SRM by the authorized district MSDS person.
 - e. LEP (Limited English Proficient)
 - i. Students identified in an LEP program will remain LEP for the full school year, even if they were identified by a different school. Students must be exited from LEP the previous school year to remove their LEP status.
 - ii. If a student was not identified in a LEP program but should have been, the information can be submitted in MSDS on an SRM by the authorized district MSDS person.
 - f. HS (Home Schooled)
 - i. You can ignore this field. No students should be identified as home schooled since they are not included in accountability calculations.
3. Check the list of enrolled students and verify that home schooled and nonpublic school students that you service are not listed on the screen.
 - a. If a home schooled or nonpublic school student is listed, an SRM needs to be submitted in MSDS by the authorized district MSDS person correcting the student’s residency code.
4. Check the list of students enrolled and their demographic information to identify any other discrepancies.

Verification of Answer Documents

The Verification of Answer Documents is used to assist schools in verifying that all answer documents (paper/pencil and online) submitted are accounted for. It is also used to resolve issues with answer documents such as incorrectly marked prohibitive behavior and nonstandard accommodation.

IMPORTANT: For M-STEP and MI-Access schools will have an opportunity to view the verification of answer documents prior to all of the data being loaded, however, issues with answer documents cannot be submitted via the Secure Site until further notice via email. WIDA answer document issues can be reviewed and submitted as soon as it is open.

Prohibitive Behavior

Students listed had Prohibitive Behavior identified on their answer document(s). Students with a prohibitive behavior will not receive a score for the affected content area(s), so it is important to make sure it is correct.

1. You will need to verify each assessment separately by using the Test Cycle drop down menu.
2. Review what is deemed a prohibitive behavior on page 23 of the Assessment Integrity Guide located at http://www.michigan.gov/documents/mde/Assessment_Integrity_Guide_291950_7.pdf?20131120122449. If the student did commit a prohibitive behavior, then this is correct and you do not need to do anything.
3. Verify with the school/district assessment administrator, principal, and the teacher that administered the test to ensure that the student did have a prohibitive behavior.
 - a. If the student did participate in a prohibitive behavior, then this is correct and there is nothing more to do. The score will be invalidated.
 - b. If the student did NOT participate in a prohibitive behavior, then an appeal will need to be filed from this page. You can do so by selecting the check box to the left and clicking on the Appeal button at the top left. The appeal will be reviewed.

If there are no students listed on this screen, there were no answer documents marked with having a prohibitive behavior.

Non-Standard Accommodation

Students listed had the nonstandard accommodation field bubbled on their answer document(s) by the student or school. Students with a non-standard accommodation will not receive a score for the affected content area(s), so it is important to make sure it is correct.

1. Review the accommodations listed in the student's Individualized Education Plan (IEP) or a 504 plan and the available Student Supports and Accommodations Table at www.michigan.gov/mstep.
 - a. If you have received in writing an approval for an accommodation other than what is listed in the Student Supports and Accommodations table, then this would NOT be a nonstandard accommodation.
2. Verify with the school/district assessment administrator, principal, and the teacher that administered the test to ensure that the student did use a nonstandard accommodation.

- a. If the student did use a nonstandard accommodation, then this is correct and there is nothing more to do. The score will be invalidated.
- b. If the student did NOT use a nonstandard accommodation, then an appeal will need to be filed from this page. You can do so by selecting the check box to the left and clicking on the Appeal button at the top left. The appeal will be reviewed.

Missing Tests

Students listed are missing one or more required content areas across the assessments. You can submit a Missing Test issue or a Not Tested reason from this screen. Did the student take the content area at your school that is identified as missing?

1. If the student did test at your school, submit a missing test issue using the Missing Test button. Along with the issue you MUST print, complete, scan and attached the Certificate of Attendance and Participation in Spring 2015 Assessments form for each student you are reporting with a missing test(s). This form can be found at http://www.michigan.gov/documents/mde/Certificate_of_Attendance_and_Participation_in_spring_14_Assessments_455969_7.pdf. To attach the scanned, completed form to the Missing Test issue, click on the "Select" button at the bottom left of the screen to attached the document to the issue.
2. If the student did not take the content area, submit a Not Tested reason using the Not Tested button. You can find an explanation of the Not Tested reasons under the Verification of Not Tested further down.

If the student is a **MI-Access P and SI** and took an alternative **social studies** assessment, you will submit a Not Tested reason and select Alternative Social Studies and complete the questions regarding the district/school assessment that was given.

IMPORTANT: For WIDA, there is only one answer document so there is no way for DAS to identify a missing test based on what was received. Don't forget to check the Answer Documents Received screen for students that did test but are not listed and should be submitted as a Missing Student.

Out of Level

Students listed have been identified having a discrepancy with the grade level between MSDS and the answer document submitted. If there is a discrepancy with the MSDS grade and the answer document, the test is considered out of level and will be invalidated. Is the student's grade level in MSDS (enrolled grade) correct?

1. If the student's grade level is not correct in MSDS, an SRM file needs to be submitted in MSDS by the authorized district MSDS person to correct the grade level.
2. Verify the student's UIC is correct in the Secure Site. Sometimes a student will have an incorrect UIC in the Secure Site and this will cause a discrepancy with the demographic information, including the grade level. If the UIC is incorrect in the Secure Site, email the student information to baa@michigan.gov for correction.
3. If the student has two UIC numbers, a UIC link request must be submitted in MSDS by the authorized district MSDS person.
4. If the student's grade level is correct in MSDS, then there is nothing more to do and the student's score will be invalidated as out of level.

Answer Documents Received

Students listed have one or more returned answer documents for the Spring 2015 (M-STEP and MI-Access) or Spring 2015 WIDA assessments. The list needs to be reviewed by test cycle (MEAP, MI-Access and WIDA) and compared to the answer documents submitted from the school.

1. Verify all students that tested are listed.
 - a. If a student is missing from the list, submit a Missing Student by clicking on the Missing Student button.
 - i. Please see #1 under the Missing Test section above for directions on submitting the required Certificate of Attendance and Participation form.
 - b. If a student is listed that did not test at the school, submit a Move request by placing a check mark to the far left of the student's name and click on the Move button.
 - i. You should not submit a Move request for a student that tested at the school and then moved. Even if they took ACT and WorkKeys at a different school. This should **ONLY** be used for students that did not test at the school but are listed as testing.
2. Check for students listed more than once. If more than one barcode number was used on a student's answer documents, they will appear in the list as different students. Students listed more than once will need to be submitted as a Combine issue by placing a check mark to the far left of the student's name for both records and click on the Combine button.
3. If you did not already do so, you can submit Not Tested reasons, Missing Test, and Appeal Prohibitive Behavior and Nonstandard accommodations from this screen.
4. Verify that home schooled students that tested at the school are properly identified as home schooled using the Homeschooled column filter.

The issues listed above are issues that are being submitted for review. You will NOT see any changes to the Answer Documents Received screen until it has been worked by a DAS staff member.

Supporting documentation can be attached to the answer document issues submitted using the attachment function at the bottom of the issues entry screen.

Answer Document Issues

Missing Tests, Missing Student, Combine and Move issues submitted by the district or school are listed and can be reviewed by Test Cycle. To check the details of the issue or get additional information regarding the status, click on the Issue # to the far left.

You can change or add additional information to an issue while the Issue Status is "Open". Once the status has been changed, you cannot change or add additional information to the issue. An email will be sent to the person that submitted the issues when the status has been changed.

Answer Document Appeals

Prohibitive Behavior and Nonstandard accommodation appeals submitted by the district or school are listed and can be reviewed by Test Cycle. To check the details of the appeal or get additional information regarding the status, click on the Issue # to the far left.

You can change or add additional information to an appeal while the Issue Status is “Open”. Once the status has been changed, you cannot change or add additional information to the appeal. An email will be sent to the person that submitted the appeal when the status has been changed.

Verification of Not Tested

Verification of Not Tested is used to identify students that did not take one or more of the required state assessments. This is needed to determine possible accountability participation exemptions and also for other federal reporting. If a Not Tested reason is not submitted by the district or school, the reason will default to absent after the deadline.

Not Tested

Students listed did not take all of the required content areas. The not tested reasons submitted will be used to determine *possible* accountability participation exemptions and will also be included in mandated federal reporting.

1. You will need to gather information regarding why a student did not take a content area. This will be entered by clicking on the “Add Reason” link to the far left of the student’s name.
2. Submit the Not Tested reason for each content area. If you already did so from the Missing Test, or Answer Documents Received page, you do not have to submit the reason again.
 - **Absent** - Select this reason if the student had excused or unexcused absences, vacation, appointments, etc.
 - **Administrative Error** – Select this reason if there was an error in returning an answer document, missing barcode labels on the answer document, the student was missed for testing, etc. This would also be used if the student’s exit date was not submitted in MSDS by the June 15 deadline using an “as of date” on or before June 5. This reason is used when an error occurred on the schools part that prevented the student from being tested, the answer document to be scored, or the failure to update MSDS.
 - **EL Student Exemption (ELA Only)** – Select this reason if the student has been enrolled in a US school for one year or less. The year is accumulative and may be accrued through multiple visits to the US. Students must have taken the W-APT or most recent spring ELPA to be eligible for the exemption.
 - **Expelled with Services** – Select this reason if the student was expelled prior to or during testing and is receiving services from the district.
 - **Expelled without Services** – Select this reason if the student was expelled prior to or during testing and is not receiving services from the district. A date of expulsion **MUST** be provided.
 - **Late Enrollment/Unable to Test** – select this reason for students that enrolled in the school late during the testing window and the school was unable to test the student for this reason.

- **Local Alternative Soc. Studies (P/SI Levels Only)** – Select this reason if the student would have taken a MI-Access or MEAP-Access social studies test if available. These students were required to have taken an alternative social studies assessment, so you will be required to answer additional questions regarding the alternative assessment that was administered.
- **Medical Exemption** – Select this reason if the student had any medical condition that prevented them from testing. You will be required to submit additional information regarding the illness.
- **MI-Access Student (Grade 12 Only)** – Select this reason if the student is grade 12 and would have taken the MI-Access assessment if it was available for grade 12 students.
- **New to State (Grade 12 Only)** – Select this reason if the student is new to the state of Michigan in grade 12. This means the student was enrolled and received their grade 11 education in a state other than Michigan.
- **Parent Refused/Student Refused** – Select this reason if the parent refused to allow the student to be tested or the student refused to take the test.
- **Previously Tested** – Select this reason if the student is grade 11 or 12 and had previously taken the MME in a previous year.
- **Suspension** – Select this reason if the student was suspended during the testing window.
- **Test Scores Missing** – Select this reason if a student tested and answer document was submitted for scoring. A missing test issue must have been entered during the Verification of Answer Document review period in order to use this reason. If the answer document was sent for scoring and it was not reported as missing during the Verification of Answer Document review period, you must use the Administrative Error reason.

Supporting documentation can be attached to the Not Tested Reason submitted using the attachment function at the bottom of the Not Tested reasons entry screen.

Not Tested Issues

Not Tested reasons submitted by the district or school are listed and can be reviewed. To check the details of the reasons submitted or get additional information regarding the status, click on the Request Number to the far left.

You can change or add additional information to the Not Tested reason while the Issue Status is “Open”. Once the status has been changed, you cannot change or add additional information.

Accountable Students

The students listed are enrolled in the school based on the Fall 2014 MSDS General Collection, Spring 2015 MSDS General Collection and any SRM records with an “as of date” on or before June 5, 2015. The student’s demographic information that will be used for assessment reporting and accountability subgroups are also included.

You can filter by “All” students, “Assessed” students, and “Not Assessed” students. You can also submit a Not Tested reason from this page using the “Add Reason” link to the far left.